

CITRIX INSTALLATION INSTRUCTIONS

You need 4 things to use CITRIX:

- A CTED issued SecureID FOB
- An active connection to the internet
- CITRIX client installed on your pc (one time install on each pc)
- A Personal Identification Number (PIN) for your CITRIX account

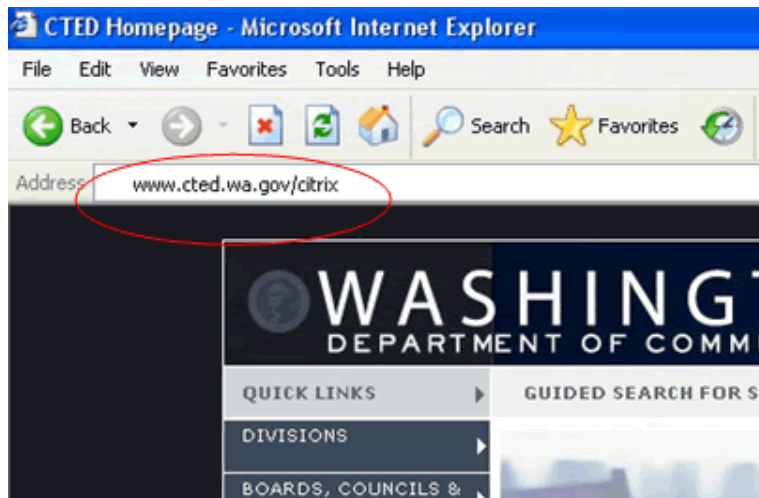
These instructions walk you through the installation of the client and the creation of a PIN.

INSTALLATION PROCESS

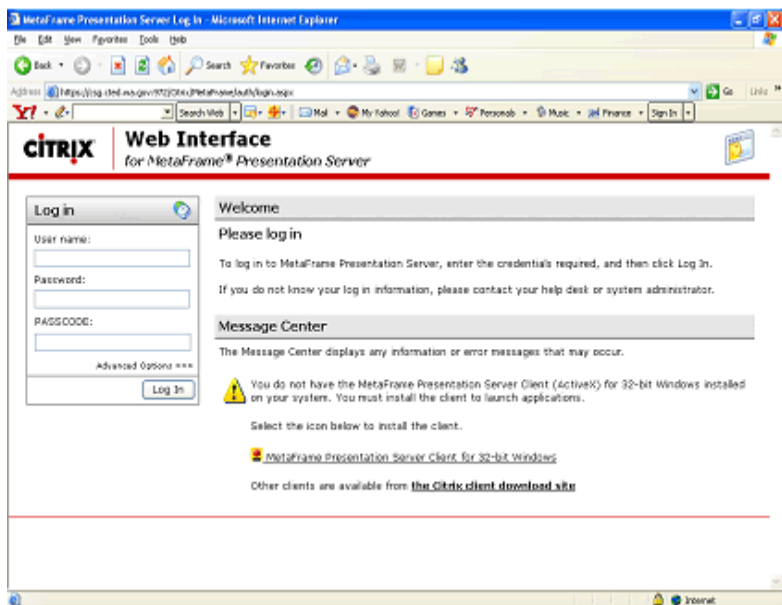
Step 1:

Open Internet Explorer and type in the address:

<http://www.cted.wa.gov/citrix>



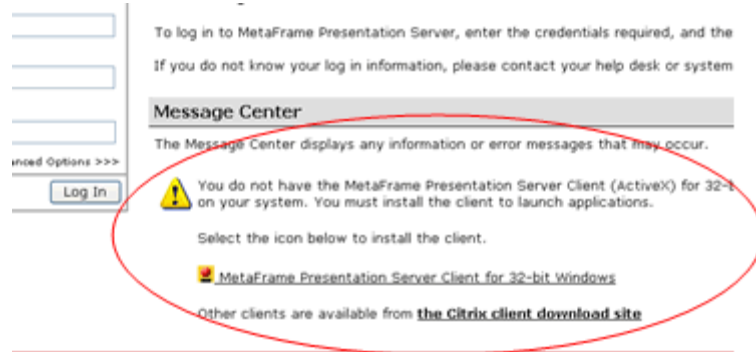
You should now see a screen similar to this.



Step 2:

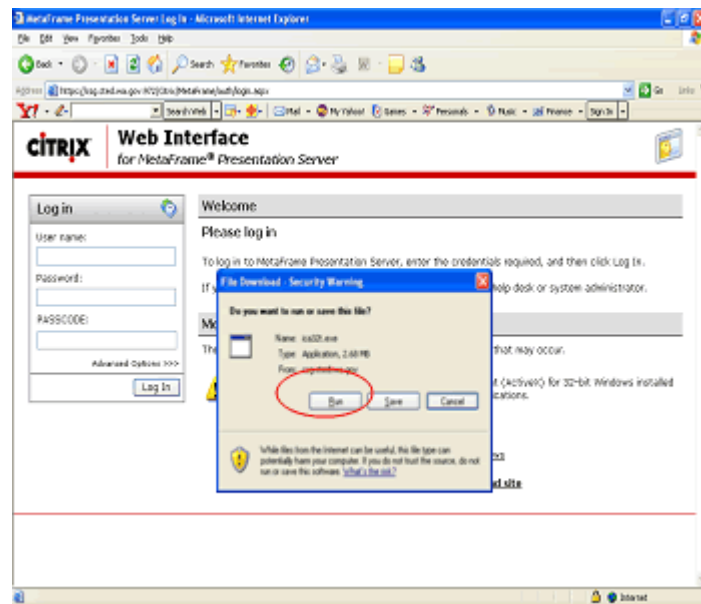
If the client has not been previously installed on this PC, you will see a message in the message

center as shown here. If this is the case, click on the icon and proceed to step 3. If you don't see this message, go to Step 7.



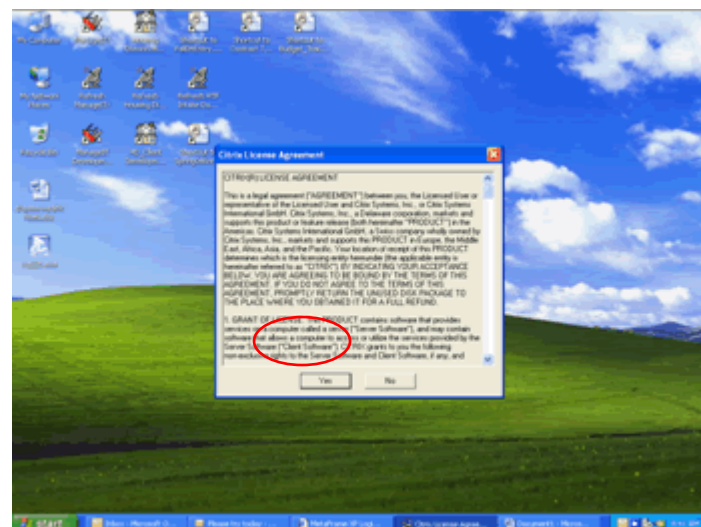
Step 3:

Choose "run" when asked "do you want to run or save this file?"



Step 4:

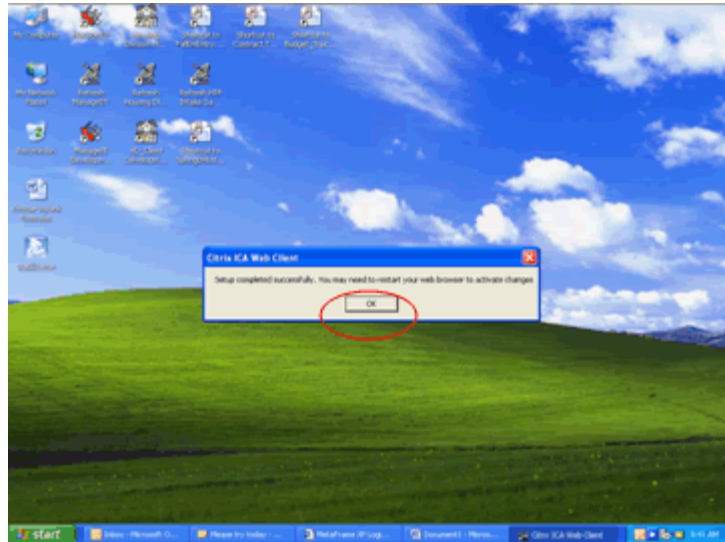
Choose "Yes" to accept the license agreement.



Step 5

Choose "Yes" to proceed with the

Citrix ICA client installation routine.



Step 6

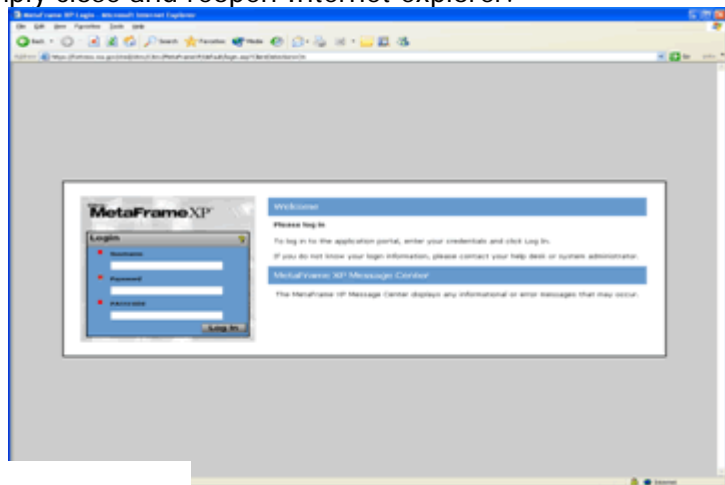
You will now need to close and reopen Internet Explorer.

You do not need to reboot your PC, simply close and reopen Internet explorer.

Step 7:

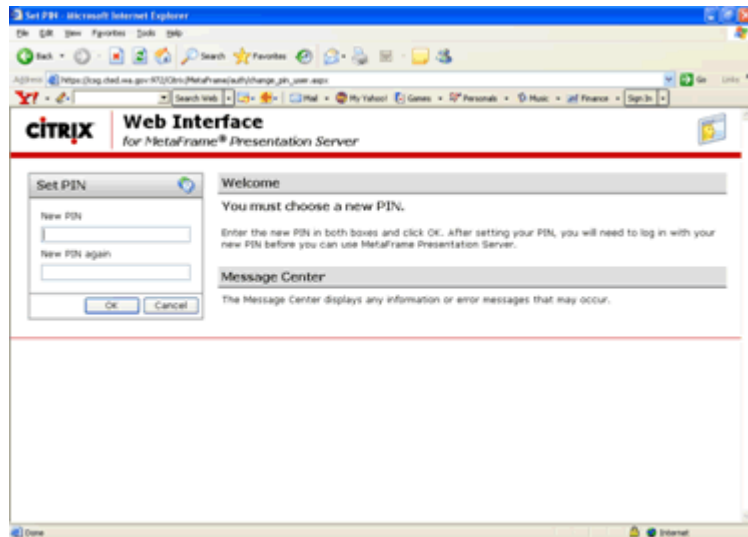
You will now be at the MetaFrame XP login page. If you have previously created a PIN, go to Step 9: If you do NOT have a PIN for Citrix:

- In the User Name field, enter the user ID you use at the office (such as johnd)
- In the Password field, enter your regular password (the one you use at the office)
- In the Passcode field, enter the 6 digit number that is on your SecureID FOB



Step 8:

You will then be asked to create a PIN. Choose a 4 digit numeric PIN and enter it into the "New PIN" field. Repeat the 4 digit PIN in the "New PIN again" field. Remember this PIN number. It will be used each time you log in.

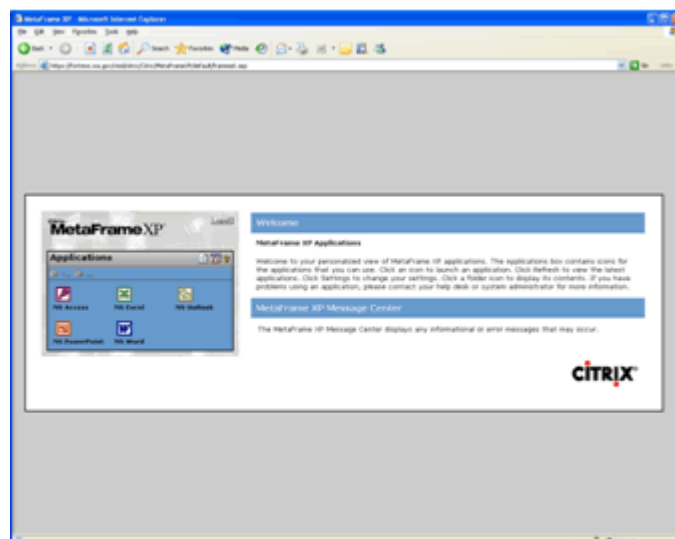


Step 9: Log into Citrix

- In the User Name field, enter the user ID you use at the office (such as johnd)
- In the Password field, enter your regular password (the one you use at the office)
- In the Passcode field, enter your 4 digit pin number, then the 6 digit number that is on your SecureID FOB (No Spaces)



Step 10: You will now see the application selection page. You can then use any of the applications presented on the screen including the MS Office suite.



Ending Your Session

To end your Citrix session, close all applications and select the logout button on the application screen.